Number	Phase/Stage/Task	Process Description
3.2	Post Deployment Review Stage	**Entrance Criteria:** *The Evaluation Team initiates, at the Project Sponsor's request, the PDR approximately 6-9 months after the system becomes operational. In instances where the project was canceled, the Evaluation Team initiates the PDR immediately, based on the Sponsor's request. The Evaluation Team will request, from the Project Sponsor or System Owner, certain documentation to be provided within two weeks of the **PDR Initiation Notification Memorandum.*** **Purpose:** *A PDR must be conducted within 6-9 months after the system goes into Operations and Maintenance and on all canceled projects. The PDR:* • *Provides a project assessment including an evaluation of the development process* • *Indicates the extent to which the Bureau's investment decision making process is sustaining or improving the success rate of other IT projects* • *the PDR is commensurate with the size and scope of the project* • *compares the expected ROI to the actual ROI* **Exit criteria:** *The exit criteria is for the PDR Team to provide **PDR Report** to the System Owner, CIO and the ITIB. The **PDR Report** is also distributed electronically to the System User Representative, Business Process Owner, and System Owner.*
		Decision (Go/No Go) Points:
		Deliverables: *Post Deployment Review Report*
		Time Frames: *Six to nine months after the system becomes operational.*
		Who's Involved: *The Business Process Owner, the AD's IRM Advisor, the system's User Representative, NIRMC System Engineering, the end users, and representatives from the SCO and IMG.*

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Number	Phase/Stage/Task	Process Description
		References: *IT Investment Management Process , Version Control Number 1.0, September 21, 2001* *Washington Office Instruction Memorandum No 2000-76 and 2000-76, Change 1.* *Clearinghouse web site : http://web.blm.gov.internal/wo-500/clearinghouse.htm*

Number	Phase/Stage/Task	Process Description
3.2.1	**System Owner Initiates Post Deployment Review (PDR)**	Purpose: *It is the responsibility of the System Owner to plan, initiate, and conduct the PDR. The System Owner, the project's sponsor, identifies within the Annual Work Plan which systems will have a PDR. Team members are selected by the System Owner with input from the System User Representative. A date and location is determined and the PDR Team Leader prepares a PDR Initiation Notification Memorandum and sends it to the System Owner, AD's IRM Advisor and Portfolio Manager, the Business Process Owner, the System User Representative and the SCO and IMG.*
		Deliverables: ***PDR Initiation Notification Memorandum***
		Time Frames: *Within six to nine months after the system becomes operational.*
		Who's Involved: *System Owner, AD's IRM Advisor, the Business Process Owner, the System User Representative and the SCO and IMG. Plus the project team members.*
3.2.2	**PDR Team obtains and reviews Project Documentation**	Purpose: *To the maximum extent possible, the PDR Team requests, obtains and analyzes all of the required documentation (deliverables). The Evaluation Team must analyze this information to understand project scope, generate interview and survey questions, prepare for system overview briefings, and plans and schedules the PDR.* *The PDR Team must also review reports and memorandums from the Select and Control Phases and the O&M Stage of the Evaluate Phase to review any findings or outstanding issues.*
		Deliverables:
		Time Frames: *Within two weeks from the PDR Initiation Notification Memorandum the PDR Team must be provided all of the requested information.*
		Who's Involved: *PDR Team Lead, Project Manager and System User Representative.*

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Number	Phase/Stage/Task	Process Description
3.2.3	**PDR Team conducts interviews with Key Stakeholders**	Purpose: *The PDR Evaluation Team is responsible for interviewing all key players like the Project Manager, Project Sponsor and the Integrated Project Team members. The interview objective is to develop an understanding of the system's goals, objectives, benefits, and costs as described in Business Case and Project Plan developed in the Select Phase. These interviews determine how efficient and effective the systems objectives, goals, performance measures, and benefits have been being achieved. The interview also serves to identify system deficiencies and enhancement needs and the effectiveness of the IT IMP.*
		Deliverables:
		Time Frames:
		Who's Involved: PDR Team Lead and members.
3.2.4	**PDR Team members compare expected performance against actual**	Purpose: *The PDR Team is responsible for reviewing all performance measurement documentation. Project Performance Measures established in the Select Phase are compared to data generated during the Operations and Maintenance stage. In the absence of certain statistics, the evaluation Team may perform on-site observations to measure specific criteria.*
		Deliverables:
		Time Frames:
		Who's Involved: *PDR Team members, System User Representative, NIRMC System Engineering, and end users.*
3.2.5	**PDR Team members Perform User Surveys**	Purpose: *The PDR Team will conduct qualitative surveys with users to determine user satisfaction with the system. Executing the survey includes designing questionnaires, distributing the survey questionnaires to remote users' locations, receiving responses, analyzing results, and generating memorandum. The survey measures the system's efficiency and effectiveness in achieving its stated goals, benefits, and satisfying end users needs.*
		Deliverables:
		Time Frames:
		Who's Involved: *PDR Team members, end Users and the System User Representative, O&M Site Representative.*
3.2.6	**PDR Team Perform Analysis**	Purpose: *The PDR Team will perform an analysis of all documentation, survey results, and performance measurements to determine if the system efficiently and effectively achieved its objectives.*

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Number	Phase/Stage/Task	Process Description
		Deliverables:
		Time Frames:
		Who's Involved: *The PDR team.*
3.2.7	**PDR Team Issues Report**	Purpose: *After comments are received from the AD's IRM Advisor, Business Process Owner, User Representative, and Users on the draft report the Evaluation Team prepares the Final Report and submits it to the System Owner, CIO and the ITIB.*
		Deliverables: ***Post Deployment Review Report***
		Time Frames:
		Who's Involved: *PDR Team Lead, AD's IRM Advisor, Business Process Owner, User Representative, end Users, System Owner, SCO, IMG, CIO, and the ITIB.*
3.2.8	**Business Process Owner and System Owner reviews Post Deployment Review Report**	Purpose: *The Business Process Owner and System Owner reviews the Final Report. The Final Reports findings and recommendations are also conveyed to the CIO and ITIB. The Final Report's findings and recommendation are also incorporated, as needed, into the Bureau's IT Investment Management Process Document.*
		Deliverables:
		Time Frames:
		Who's Involved: *The Business Process Owner and System Owner determine how best to continue funding for the system including future planning and funding for minor enhancements.*